

CONFIDENTIAL  
FOREIGN BROADCAST INFORMATION SERVICE

P. O. Box 2604

Washington, D. C. 20013

DD/F  
C/ST  
C/INT  
C/IN  
C/PA  
C/OPS  
C/ADM  
201 FILE  
EXEC ADG

MHQ-2105  
20 October 1982

MEMORANDUM FOR: Chief, Bangkok Bureau

FROM:

Chief, Executive and Planning Staff

25X1

SUBJECT:

Representational Funds

25X1

REFERENCE:

MHQ 1193, dated 22 December 1981  
Same Subject

1. Your bureau is authorized \$500 in representational funds for FY 1983 under the guidelines of MHQ-1193, paragraph 2.

25X1

2. You may claim reimbursement up to the amount authorized above by submitting an accounting to B&F. The accounting should include a guest list as well as a breakdown of the expenses claimed and receipts.

25X1

3. Do not exceed your representational allotment prior to advising Headquarters. This is a fixed amount per fiscal year and we can only increase one bureau by decreasing another.

25X1

4. Regarding paragraph 3 of reference, all reimbursements from the DCI fund, even those less than \$50, must have prior approval.

25X1

25X1

DDS&T/FBIS/E&PS/

(19Oct82)

25X1

Distribution:

- Orig. - Adse
- 1 - E&PS Chrono
- 1 - MHQ File
- ① - FBIS Registry

25X1

CONFIDENTIAL